

## INVOICE

**DATE:** October 31, 2018 **INVOICE #:** 18-235-10  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **October 2018**

### **Staffing Services:**

**Exec Committee / Commission Meetings:** Attended October 15 Executive Committee meeting at Shasta LAFCo offices. Agenda items covered included: Planwest Invoices; Bank Statements/Reconciliations/Disbursements; Fiscal Year 2015/2016 Audit Report; Quarter 1 budget Reports; MSR/SOI Updates; CalPERS audit; and November 1, 2018 Commission Agenda. Prepared and distributed materials for November 1 Commission meeting. Prepared CALAFCO Conference Materials staff report for November 1 Shasta LAFCo meeting.

**Staffing Coordination:** Coordinated with office manager on responses to inquiries. Continued communications with Old Shasta Fire services representatives on potential for Protection District formation independent of Shasta CSD. Provided APN list, parcel map & registered voter petition. Set follow-up meeting with Fire Chief and Battalion Chief for November 1. Drafted Westridge Greenview, McCullough & Campo Calle Annex Certificate of Completion & Exhibit for Manager to file.

**General Staffing Services:** Met with new General Manager Stephen Rooklidge and Board Member Jerry Monath to discuss Fall River Mills CSD annexation. Provided General Manager with pre-application materials and LAFCo application form. Continued to work with County representatives regarding future of CSA Keswick impacted by Carr Fire devastation and potential future delivery and services options given significantly reduced number of connections.

### **FY 2018-19 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**

Discussed additional determinations for Central Valley Area FPD MSR/SOI Update to address deficiencies with Executive Committee. Expanded Sections 4 – Opportunities and Section 5 Recommendations to include actions to address revenue shortfalls and recruitment/retention. Added measures to determinations as needed. Prepared & distributed update MSR/SOI Update.

Continued MSR/SOI Update preparations for: Bella Vista; Burney; Cottonwood; and Tucker Oaks Water Districts. Continued preparations for: Anderson; Burney; Cottonwood; Holcomb; Manton Joint District; and Millville Masonic & Odd Fellows Cemetery Districts MSR/SOI Updates.

### **Application: Stephens Ridge project annexation proposal**

Prepared and distributed staff report and Resolution for Stephens Ridge annexation to Cottonwood Water District for water service and County Service Area #17 for sewer service. Contacted CWD, CSA 17 Cottonwood and Cottonwood Fire Protection District representatives and received concurrence on conditions of approval for infrastructure and services. Relied on County tentative map and planned development conditions for setting water, wastewater and fire services improvements. Distributed staff report and Resolution prior to the hearing.

**Pre-application: Tierra Robles TM & PD proposed Community Services District.**

Attended October 15 meeting with County and Tierra Robles representatives to discuss county issues associated with proposed Community Services District formation to serve the subdivision and planned development. Applicant hiring economic consulting firm for rate study. Continue to advise under pre-application agreement.

**October 2018 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**Staffing Services & Expenses**

Executive Officer	25.0 hrs. @ \$112/hr.	\$ 2,800.00
Services Specialist	16.5 hrs. @ \$62/hr.	\$ 1,023.00
Expense – October 15 <sup>th</sup> Meeting Miles: @ \$0.545/mile		\$ 155.87

**MSRs and SOI Updates**

Executive Officer	4.0 hrs. @ \$112/hr.	\$ 448.00
Services Specialist	9.5 hrs. @ \$62/hr.	\$ 589.00

**Pre-Application Processing Tierra Robles CSD Formation**

Executive Officer 1.5 @ 112/hr.		\$ 168.00
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**Application Processing Steven Ridge Annexation to Cottonwood**

Executive Officer	12.5 hrs. @ 112/hr.	\$ 1,400.00
Services Specialist	2.5 hrs. @ \$62/hr.	\$ 155.00

**TOTAL AMOUNT DUE** \$ 6,738.87

Please make check payable to:  
 Planwest Partners, Inc.  
 P.O. Box 4581 Arcata, CA 95518

Tax Identification Number: 90-0262382

**Shasta LAFCo Contract Planning Services FY 2018-19 Billing      October 2018**

Planwest Partners Inc.	Task	Account	Hourly Rate	FY 2018-19 Budget	July	August	Sept.	Hours and Expenses						Total on Budget	Remaining Budget	
								Principal Planner	Senior Analyst	GIS Analyst	Services Specialist	Administrator	Expense			October Total
<b>MSR/SOI - Review &amp; Analysis</b>				<b>\$25,000.00</b>	<b>\$4,160.00</b>	<b>\$2,467.50</b>	<b>\$3,644.00</b>								<b>\$11,308.50</b>	<b>\$13,691.50</b>
	CDFW Fees	52671			\$0.00	\$0.00	\$0.00								\$0.00	
	GIS Services	52675			\$496.00	\$124.00	\$0.00								\$620.00	
	Mileage Reimbursement	52676			\$0.00	\$0.00	\$0.00								\$0.00	
	Postage Printing	52677			\$0.00	\$0.00	\$0.00								\$0.00	
	Public Hearing Notice	52678			\$0.00	\$0.00	\$0.00								\$0.00	
	Office Supplies	52679			\$0.00	\$0.00	\$0.00								\$0.00	
	Cemetery- Water & Central Valley FPD hearing draft MSRs	52680			\$3,664.00	\$2,343.50	\$3,644.00		9.50						\$10,688.50	
<b>Staffing Services Planwest Partners Inc.</b>				<b>\$61,500.00</b>	<b>\$4,836.00</b>	<b>\$5,024.28</b>	<b>\$2,451.87</b>								<b>\$16,291.02</b>	<b>\$45,208.98</b>
	General Staffing Services	52006			\$1,472.00	\$3,400.28	\$504.00								\$6,048.28	
	Policies & Procedures Update-Final	52006			\$0.00	\$0.00	\$0.00								\$0.00	
	Staff Coordination	52006			\$896.00	\$1,344.00	\$896.00								\$3,696.00	
	Noticing & Staff Reports	52006			\$2,244.00	\$0.00	\$0.00		8.50						\$3,443.00	
	Public Info Requests	52006			\$0.00	\$0.00	\$504.00		7.00						\$1,162.00	
	Budget Preparation	52006			\$0.00	\$112.00	\$0.00								\$112.00	
	Commission Meetings	52006			\$0.00	\$0.00	\$547.87		1.00						\$945.87	
	Executive Committee Meetings	52006			\$224.00	\$168.00	\$0.00								\$883.87	
<b>Staffing Services Supplies</b>				<b>\$0.00</b>											<b>\$0.00</b>	<b>\$0.00</b>
<b>Application Processing /Pre-app review Expenses-EO</b>					<b>\$767.00</b>	<b>\$336.00</b>	<b>\$637.50</b>								<b>\$3,463.50</b>	
	Pre-App - Tierra Robles CSD Formation			\$2,500.00	\$0.00	\$0.00	\$504.00								\$672.00	\$1,828.00
	App Stevens Ridge Annex to Cottonwood			\$1,800.00	\$767.00	\$336.00	\$133.50								\$2,791.50	-\$991.50
	<b>Total Hours</b>				<b>\$9,763.00</b>	<b>\$7,827.78</b>	<b>\$6,733.37</b>								<b>\$31,063.02</b>	<b>\$58,900.48</b>
	<b>Total Costs</b>															

Monthly Expenses	Expense
Exec Comm Meeting Miles 10/15: 286@ \$0.545/mile	\$155.87
<b>Monthly Expense Total</b>	

## INVOICE

**DATE:** November 30, 2018 **INVOICE #:** 18-235-11  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **November 2018**

### **Staffing Services:**

**Exec Committee / Commission Meetings:** Attended November 1 Commission meeting. Agenda items covered included: Planwest Invoices; Bank Statements/Reconciliations/Disbursements; Fiscal Year 2015/2016 Audit Report; Quarter 1 budget Reports; MSR/SOI Updates; CalPERS audit; CALAFCO Conference materials staff report.

**Staffing Coordination:** Coordinated with office manager on LAFCo procedures inquiries responses. Continued communications with Old Shasta Fire services representatives on potential for Protection District formation independent of Shasta CSD. Had follow-up meeting with Fire Chief and Battalion Chief November 1.

**General Staffing Services:** Received & forwarded CSDA Shasta LAFCO Associate Membership Dues payment confirmation for 01/01/2019 through 12/31/2019 period. Reviewed correspondence from legal counsel regarding finalizing discussions with prospective attorney's with PERL matters practice experience and likelihood of receiving a formal CalPERS staff determination consistent with that communicated in phone call.

### **FY 2018-19 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**

Presented Central Valley Area FPD MSR/SOI Update to Commission at November 1 hearing and Resolution of Approval. MSR/SOI Update unanimously approved by Commission

Continued MSR/SOI Update preparations for: Bella Vista; Burney; Cottonwood; and Tucker Oaks Water Districts. Met with Cottonwood Water District General manager on November 1 to review MSR/SOI Update and request additional information. Received and incorporated requested information received from; Halcumb; and Millville Masonic & Odd Fellows Cemetery Districts into the MSR/SOI Updates.

### **Application: Stephens Ridge project annexation proposal**

Prepared Notice of Determination for County Clerk filing consistent with CEQA requirements.

### **Pre-Application: Shasta Community Services District Annexation of County Service Area #25 Keswick Territory proposal**

Met with Shasta CSD General Manager and County Public Works Director November 1 to review LAFCo filing requirements and review procedures. Provided resolution of application templates for CSD Board and County Board of Supervisors action. Provided list of application materials including fees for annexation, dissolution and Sphere of Influence Amendment. Advised County on Resolution of Application notice requirements as set forth in Government Code Section 56824.12. Provided Plan for Service format, placeholders for district contributions and background materials for annex application.

**November 2018 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**Staffing Services & Expenses**

Executive Officer	28.5 hrs. @ \$112/hr.	\$ 3,192.00
Services Specialist	4.0 hrs. @ \$62/hr.	\$ 248.00
Expense – November 1 Meeting Miles: @ \$0.545/mile		\$ 155.87

**MSRs and SOI Updates**

Executive Officer	5.0 hrs. @ \$112/hr.	\$ 560.00
Services Specialist	8.5 hrs. @ \$62/hr.	\$ 527.00

**Pre-Application Processing CSA #25 Keswick Annexation to Shasta CSD**

Executive Officer	6.5 hrs. @ \$112/hr.	\$ 728.00
Senior Analyst	0.5 hrs. @ \$92/hr.	\$ 46.00
Services Specialist	6.25 hrs. @ \$62/hr.	\$ 387.50

**Application Processing Steven Ridge Annexation to Cottonwood**

Executive Officer	1.0 hrs. @ 112/hr.	\$ 112.00
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**TOTAL AMOUNT DUE** **\$ 5,956.37**

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 P.O. Box 4581 Arcata, CA 95518

Tax Identification Number: 90-0262382

Shasta LAFCo Contract Planning Services FY 2018-19 Billing November 2018

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget	
Task	Account	FY 2018-19 Budget	Principal Planner	Senior Analyst	Associate Planner/Envion	GIS Analyst	Facilitator/Outreach	Services Specialist	Admin-Strator	Services Assistant	Expense	October Total	Total on Budget	Remaining Budget
Hourly Rate			\$112.00	\$92.00	\$88.00	\$62.00	\$62.00	\$58.00	\$42.00			\$1,087.00	\$12,395.50	\$12,604.50
<b>MSR/SOI - Review &amp; Analysis</b>														
		\$25,000.00												
CDFW Fees	52671											\$0.00	\$0.00	\$0.00
GIS Services	52675											\$0.00	\$620.00	
Mileage Reimbursement	52676											\$0.00	\$0.00	
Postage Printing	52677											\$0.00	\$0.00	
Public Hearing Notice	52678											\$0.00	\$0.00	
Office Supplies	52679											\$0.00	\$0.00	
Cemetery- Water & Central Valley FPD hearing draft MSRs	52680		5.00							8.50		\$1,087.00	\$11,775.50	
<b>Staffing Services Planwest Partners Inc.</b>														
		\$61,500.00										\$3,595.87	\$19,886.89	\$41,613.11
General Staffing Services	52006		15.00							4.00		\$1,928.00	\$7,976.28	
Policies & Procedures Update-Final	52006											\$0.00	\$0.00	
Staff Coordination	52006		6.00									\$672.00	\$4,368.00	
Noticing & Staff Reports	52006											\$0.00	\$3,443.00	
Public Info Requests	52006											\$0.00	\$1,162.00	
Budget Preparation	52006											\$0.00	\$112.00	
Commission Meetings	52006		4.50									\$155.87	\$1,605.74	
Executive Committee Meetings	52006		3.00									\$336.00	\$1,219.87	
<b>Staffing Services Supplies</b>														
		\$0.00										\$0.00	\$0.00	\$0.00
Mileage Reimbursement	52070											\$0.00	\$0.00	\$0.00
Office Expense	52080											\$0.00	\$0.00	\$0.00
Office Supplies	52100											\$0.00	\$0.00	\$0.00
Postage and Shipping	52110											\$0.00	\$0.00	\$0.00
Printing	52120											\$0.00	\$0.00	\$0.00
<b>Application Processing /Pre-app review Expenses- EO</b>														
App CSA 25 Annex Bennett Endraske												\$0.00	\$0.00	\$0.00
App - WRI/dge Calle Campo Annex to Redding		\$1,800.00										\$0.00	\$0.00	-\$1,247.39
Pre-App Fall R. Valley CSD Annex												\$0.00	\$0.00	\$0.00
Pre-App - Tierra Robles CSD Formation		\$2,500.00										\$0.00	\$672.00	\$1,828.00
Pre-App Keswick CSA Annexation to Shasta CSD			6.50	0.50						6.25		\$1,161.50	\$1,161.50	-\$1,161.50
App Stevens Ridge Annex to Cottonwood		\$1,800.00	1.00									\$112.00	\$2,903.50	-\$1,103.50
<b>Application Processing Supplies</b>														
		\$0.00										\$0.00	\$0.00	\$0.00
Mileage Reimbursement	52418											\$0.00	\$0.00	\$0.00
Misc. Other	52419											\$0.00	\$0.00	\$0.00
Postage and Shipping	52420											\$0.00	\$0.00	\$0.00
Printing	52430											\$0.00	\$0.00	\$0.00
Public Hearing Notice	52440											\$0.00	\$0.00	\$0.00
Office Supplies	52450											\$0.00	\$0.00	\$0.00
<b>Total Hours</b>			41.00	0.50	0.00	0.00	0.00	0.00	0.00	18.75	0.00	\$5,956.37	\$37,019.39	\$54,217.61
<b>Total Costs</b>			\$4,592.00	\$46.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,162.50	\$0.00	\$155.87	\$37,019.39	\$54,217.61

<b>Monthly Expenses</b>	<b>Expense</b>
Commission Meeting Miles 11-1 @ \$0.545/mile	\$155.87
<b>Monthly Expense Total</b>	

## INVOICE

**DATE:** December 31, 2018 **INVOICE #:** 18-235-12  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **December 2018**

### **Staffing Services:**

**Exec Committee / Commission Meetings:** Attended December 20 Executive Committee meeting. Agenda items included; CalPERS audit, with termination and payout options; the potential scheduling of a Special January Commission Meeting to consider response to CalPERS. Prepared staff report outlining options for addressing PERS liability issues associated with the existing Shasta LAFCo contract. These include: Contract Termination by adopting a Resolution of Intent to Terminate and then proceeding with associated steps Government Code Section 20570, or New Membership Determination Process. where, PERS would proceed with its preliminary employees determination for the Manager and Executive Officer.

Reported on Financial Implications regarding determined Shasta LAFCo unfunded liability based on CalPERS valuation report calculations and Restructuring Options including: Office Manager independent contractor services agreement; identifying re-allocated budget for meeting payment schedule; and confer with outside PERL legal counsel once retained.

**Staffing Coordination General Staffing Services:** Coordinated with office manager on LAFCo procedures inquiries responses. Provided Office Manager with adopted Central Valley Area FPD MSR for website posting.

**Budget Preparation:** Worked with Office Manager on budget adjustments for CalPERS unfunded liability payoff over five years starting July 1 2019. This included staffing services adjustments and office expense reductions.

**FY 2018-19 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**  
MSR/SOI Update at December 20 Executive Committee meeting.

Continued MSR/SOI Update preparations for: Bella Vista; Burney; Cottonwood; and Tucker Oaks Water Districts. Scheduled meeting with Burney Water District General manager on December 20 to review MSR/SOI Update and request additional information. Incorporated requested information from; Halcumb; and Millville Masonic & Odd Fellows Cemetery Districts into the MSR/SOI Updates.

### **Application: Stephens Ridge project annexation proposal**

Discussed County Notice of Determination filing coordination with County Clerk as lead agency with Shasta LAFCo filing as responsible agency for CEQA compliance / CA Fish & Wildlife fees payment.

### **Application: Shasta Community Services District Annexation, Sphere Update & County Service Area #25 Keswick Dissolution proposal**

Met with Shasta CSD General Manager and County Public Works CSA Manager December 20 to review LAFCo application requirements and review procedures. Provided tax revenue sharing agreement resolution templates for CSD Board and County Board of Supervisors action.

Reviewed annexation, dissolution and Sphere of Influence Amendment application process. Shasta CSD Manager to complete and submit Plan for Service for incorporation into application staff report.

Initiated Staff report and Municipal Services Review for Commission consideration. The MSR will be used for the Sphere of Influence Update. Reviewed proposed boundary information for consistency with LAFCo records. County staff to prepare description for BOE filing. Received filing fees and indemnifications. Reviewed single application form as provided by CSA Manager. Prepared and had Office Manager distribute Notice of Application to agencies and County departments. Received list of CSA #25 parcels and started conversion and removal of duplications for hearing notice mailing in January. Reviewed current & projected budget as provided by CSD manager & incorporated into staff report.

**December 2018 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**Staffing Services & Expenses**

Executive Officer	30.5 hrs. @ \$112/hr.	\$ 3,416.00
Expense – December 20-21 Meeting Miles:	@ \$0.545/mile	\$ 155.87

**MSRs and SOI Updates**

Executive Officer	5.0 hrs. @ \$112/hr.	\$ 560.00
Services Specialist	3.25 hrs. @ \$62/hr.	\$ 201.50

**Application Processing CSA #25 Keswick Annexation to Shasta CSD**

Executive Officer	12.0 hrs. @ \$112/hr.	\$ 1,344.00
GIS Analyst	0.5hrs. @ \$62/hr.	\$ 31.00
Services Specialist	12.0 hrs. @ \$62/hr.	<u>\$ 744.00</u>

<b>TOTAL AMOUNT DUE</b>		<b>\$ 6,452.37</b>
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Tax Identification Number: 90-0262382



